**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Schools Liaison Officer-Croxteth  Term time only – 34 weeks per year | Schools Liaison / Marketing |
| **SALARY** | **BENEFITS** |
| £16,960 - £20,657 per annum, pro rata,  relating to qualifications and experience | Local Government Pension Scheme  Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 26 days, rising to 31 days following 5 years’ service plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Schools Liaison Co-ordinator | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To provide an effective schools liaison service, promoting the College and its courses to learners at feeder schools, sixth forms and colleges throughout the North West (along with regional Connexions, advisory agencies and young people’s services.)  Assist the Schools team in the co-ordination and staffing of schools and careers events internally and externally, maintaining efficient and effective records.  To prepare materials for schools and careers events, attending these as required. (This includes a range of daytime events, assembly presentations, evening events and some promotional events at weekends - at external venues locally and regionally.)  To help co-ordinate school visits to Myerscough.  To monitor the effectiveness and success of the College’s liaison service against agreed targets. | |

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| **DUTIES** |
| To assist in the promotion the College and its courses to schools, Connexions and related young people’s careers / advisory services including:   * Being proactive to develop key careers/progress contacts within local schools and advisory services. * Attend relevant careers / college progression events, including advisory sessions, parents evenings and ‘industry days’. * Communicate with school and other external partners as required**.** * Assist in the co-ordination of Taster Courses, Taster Days and Course Advice Mornings**.** * Participate in Career events at College and external venues. * Assist in the co-ordination and delivery of campus tours for visiting school groups. |
| To assist the Schools team in the co-ordination of all schools and careers events internally and externally, maintaining efficient and effective records including:   * Maintain database records of school contacts and liaison activity. * Assist with communications with Careers Services and other external partners. * Assist with the organisation of Career Advisers open days and other events. |
| To prepare materials for schools and careers events, attending these as required. This includes a range of external venues locally and regionally including:   * Collate appropriate College literature for careers events * Ensure appropriate materials for each event |
| To help monitor the effectiveness and success of the College’s liaison service against agreed targets. |
| * To work with the Admissions, Marketing, and Course Enquiries teams; monitoring application levels across subject areas, and from individual schools, during the academic year with a view to developing liaison activity in response to these trends. |
| * To ensure feedback from schools following visits is disseminated to the team and any appropriate action taken. |
| To co-ordinate school campus visit bookings including:  * Co-ordinating bookings with visiting schools and schools liaison team staff (and where relevant other College staff) * Co-ordinating pre-visits * Keeping up to date visit file |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative |

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| **DUTIES** |
| To promote Equality, Diversity and Inclusion at every opportunity. |
| Promote College sustainability policies and strategies by personal commitment and lead by example. |
| Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) |
| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. |
| Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved. |
| Maximise effective use of time and personal ability. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College. |
| The postholder must be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively. |
| The postholder must be thoroughly aware of College Health and Safety policies and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies across all areas of his/her responsibility. |
| The postholder must adhere to the Data Protection Act 1998 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies. |
| Any other duties that may reasonably be required by Line Management and the Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Degree/HND in a related subject and/or equivalent work experience (A/I)  Previous experience of working in an advisory, customer service, teaching, marketing or sales environment, ideally supporting or guiding young people in an educational setting (A/I)  IT skills - in particular word processing, database and spreadsheet skills (A/I/T)  GCSE, or equivalent, English & Maths grade C or above (A/I) | Relevant knowledge of sectors within the land-based and sports industries. (A/I)  Relevant knowledge of the secondary school and/or sixth form sector (A/I)  Experience of developing promotional educational resources for potential students, their parents and advisors in schools and colleges (A/I) |
| ***General Intelligence*** | |
| Enthusiastic and self motivated |  |
| ***Special Aptitudes*** | |
| Good communication and presentation skills (I)  Experience of public speaking and presenting to groups (A/I)  Ability to relate well to people and, in particular, 14 to 19 year olds (A/I)  Competent in ICT (A/I)  Adaptable and able to work flexibly, within a team or on own initiative (A/I) | An understanding and interest in current trends in further and higher education (A/I) |
| ***Interests*** | |
| Wide range of interests and activities (A/I) | An interest or involvement in rural life or sport (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities issues within an educational context (A/I)  An understanding of “safeguarding” and its importance within the College \* (A/I) |  |

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| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I)  Flexibility of working hours, evenings and some weekends as required. (A/I)  Should have or be prepared to work towards a recognised first aid qualification (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I)  Have access to and use of a personal vehicle should College vehicles be unavailable (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Schools Liaison Officer-Croxteth  Term time only – 34 weeks per year | Schools Liaison / Marketing |
| **SALARY** | **HOURS OF WORK** |
| £16,960 - £20,657 per annum, pro rata,  relating to qualifications and experience  To be paid over 12 equal monthly payments | 37 hours per week  Term time only – 34 weeks |
| **ANNUAL LEAVE ENTITLEMENT** | **PENSION** |
| Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 26 days, rising to 31 days following 5 years’ service plus Bank Holidays | Local Government Pension SchemeUp to £13,700 pa 5.5% Employee£13,701 to £21,400 pa 5.8% Employee£21,401 to £34,700 pa 6.5% Employee£34,701 to £43,900 pa 6.8% Employee£43,901 to £61,300 pa 8.5% Employee£61,301 to £86,800 pa 9.9% Employee£86,801 to £102,200 pa 10.5% Employee£102,201 to £153,300 pa 11.4% Employee£153,301 or more pa 12.5% Employee14.2% Employer You will automatically become a member of the LGPS |
| **PROBATIONARY PERIOD** | **DRESS CODE** |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| **REFERENCES / MEDICAL CLEARANCE / DISCLOSURE** | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  **Please note that all new employees of the College will be required to pay for their DBS check (at present £44.00 for an enhanced level check).**  **Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.**  **Please see overleaf regarding DBS Update Service.** | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative   ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |